

Professional and Managerial Branch  
Cultural Group  
Aquatics Series

**AQUATICS PROGRAM SUPERVISOR**

08/99 (CDH)

*Summary*

Under general supervision, oversee operations of an assigned small aquatics cluster, citywide competitive swim program, and the swimming education and training program (Gus and Goldie) marketing franchise.

*Typical Duties*

Plan, organize, promote and evaluate the competitive swim program, and activities and operation at specified pools. Involves: ensuring facility and swimming pool water, operation and set up of aquatic recreational equipment such as starting blocks, lane lines and electronic starters for competitive swimming, meet health and safety standards; directing chemical testing of pool water, filtration operation and completion of related documentation; promoting use of programs and facilities by advertising availability and schedules and notifying special interest groups; scheduling and certifying results of swim meets and forwarding results to state commission; recording program participation; maintaining equipment and materials inventories.

Administer and provide services associated with the established Gus and Goldie program. Involves: consulting with vendors, and manufacturers to establish product design specifications and costs; filling sales orders; preparing and tracking sales invoices; organizing and distributing quarterly newsletter; maintaining mailing list; developing brochures and promotional materials used for presentation at trade shows to publicize program and acquire additional franchise holders; act as primary contact for franchise holders; plan and organize National Marketing Conference; receipting for private club and other user fees, verifying billings, assuring that records of funds received and funds are forwarded for deposit; preparing sales reports; maintaining merchandise inventory.

Supervise a small group of assigned aquatics employees and volunteers. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates recommending staffing and employee status changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: substituting during temporary absences for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operation, if qualified; providing designated support for projects or activities overseen by higher graded supervisory personnel as instructed; collaborating with other sections or city departments on special events; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

*Minimum Qualifications*

Training and Experience: Completion of Bachelor's Degree in Recreation, Journalism, Marketing or related field, plus one (1) year experience in coordinating aquatics programs; or equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good Knowledge of: aquatic programming; operation, hydraulic systems, water chemistry, pool maintenance; water safety and health regulations; competitive swimming requirements and regulations; administrative practices and procedures; principles and techniques of planning and directing group recreational activities. Some knowledge of: public relations; basic marketing principles.

Ability to: develop and evaluate options and recommend courses of action; prepare and deliver presentations before public groups; arrange production of promotional materials, newsletters and other printed material; firmly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel including contract employees; express oneself clearly and concisely, both and in writing; establish and maintain effective working relationships with fellow employees, franchise clientele and the general public.

Skill in: Safe operation and care of: personal computer or network work station, including word processing,

financial and database software; motor vehicle.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays and mandatory overtime as required.

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Director of Personnel

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Department Head

OFFICIAL